

ACCOUNTING TECHNICIAN - CONFIDENTIAL

DEFINITION:

Under general direction, performs accounting work of more than average difficulty and primarily within a single function; supervises, trains and directs clerical employees in the maintenance of financial reporting procedures and application of accounting principles; and performs related work.

DISTINGUISHING CHARACTERISTICS:

The Accounting Technician-Confidential class is responsible for performing the most difficult paraprofessional accounting tasks of collecting, classifying, and summarizing fiscal data, interpreting financial data, and monitoring of financial reporting procedures. Incumbents are involved in highly confidential and sensitive information pertaining to the decision making process of the county affecting labor relations and/or privileged employment related transactions. The class is found only in the departments of Chief Administrative Officer and Human Resources.

EXAMPLES OF DUTIES:

Supervises and directs clerical employees performing routine bookkeeping and accounting duties; maintains and reconciles subsidiary and control accounts; compiles basic data for special and regular financial statements and reports; determines whether expenditures have been made in accordance with valid procedures and within budgetary constraints; monitors the county budget calendar; performs preliminary tax accounting functions; prepares routine periodic accounting reports.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Accounting and bookkeeping principles, practices and procedures.
- Office practices and procedures in processing and recording of accounting or bookkeeping transactions.
- Principles of supervision.

General Knowledge of:

- Electronic data processing equipment uses and limitations.
- Interpreting and analyzing financial transactions and reports.
- The relationship among a wide variety of accounting records and documents.
- Reconciling differences within the record keeping system.

Skills and Ability to:

- Operate numerical keypad.

EDUCATION/EXPERIENCE:

Education, training and experience, which demonstrate the above knowledge and skills. An example of a qualifying education and experience combination would be:

1. Experience as a Senior Account Clerk in San Diego County service for two (2) years or more, performing difficult clerical accounting work and supervising others; OR,
2. Three (3) years of recent accounting or bookkeeping experience performing maintenance of entry accounts (such as collecting, classifying or summarizing fiscal transactions) and preparation of periodic statements and reports with one (1) year of supervisory experience; OR,
3. An AA degree in Accounting with one (1) year of experience described in "1" above; OR,
4. An AA degree in Accounting with two (2) years of experience described in "2" above with one (1) year of supervisory experience.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).